Guidance for Chairs of Periodic Review Panels

Scope
All taught and research students studying on programmes at City, University of London, including all collaborative provision except validated programmes (for which a separate process of revalidation exists)

To be read in conjunction with
Periodic Review Policy
Periodic Review Guidance
Briefing for Students and Alumni
Checklist of Tasks
Briefing for External Panel Members
Sample Topics for Periodic Review Day
Proposed Development Event Agenda
Proposed Periodic Review Day Agenda
Annual Programme Evaluation policy and guidance
Periodic Review – Guidance for Chairs of Periodic Review Panels

**Before the Day**
- Know the process. Student & Academic Services can provide advice and support here.
- Know the material, perhaps having key questions and topics and a possible outcome in mind.
- Meet with the Programme Director(s) prior to the review day, so you can get their views on the issues, clear up any possible misunderstandings and build a relationship. Student & Academic Services can facilitate this meeting.
- Meet with the student panel member prior to the review day to support their understanding of the process and the provision under review, identify areas on which they can lead and answer any questions or concerns they might have.
- Have some contact with the rest of the Periodic Review Panel in advance of the Day – initiate discussion on issues you have found, ascertain whether anyone needs any clarification on roles and responsibilities, develop clear expectations and build relationships. Identifying topics for discussion on the Day in advance can help to facilitate a smooth Review Day. Again, Student & Academic Services can facilitate this.

**On the Day**
- Be there ahead of time (to check the room, welcome the panel members and make introductions) and the last to leave (to thank panel members and ensure the external knows where they are going).
- Take charge of the event: together with your secretary, make sure that you control the meetings and the timetable. Have a realistic agenda and try for good time keeping.
- Keep the rest of the panel on track and try to stop any ‘rants’.
- Create an open atmosphere and focus on the important not the trivial.
- Support engagement by the student panel member.
- Use the private Panel meetings to make sure you have extracted the key points for each meeting, that everyone knows what they should be leading on and that everyone has a say. Where possible, guide the Panel to a consensus and a clear outcome.
- Record the main bullet points from each meeting, either before breaking or after allowing a 5 minute break.
- In the first instance, consider whether it is possible to endorse and/or strengthen the actions set out in the Programme Team’s Action Plan. Then consider whether additional conditions or recommendations are required. Conditions should only be used where there is a need for an action is non-negotiable in advance of the next academic year to support the continued quality and standards of provision.
- Always focus on the positive first and try to balance recommendations with commendations. However, make sure that any commendations are backed by evidence.
- Make sure that any conditions and recommendations are backed by evidence.
- During the feedback session, thank everyone for their help and contribution, explain how the session works, give the feedback slowly and clearly and clarify but do not engage in discussion. The secretary can help to deal with any difficulties and will provide a written outcome (including conditions/ recommendations) shortly after the event.

**After the Day**
- Sign off the implementation of any conditions.